
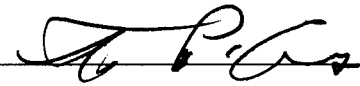




City of Riverside Administrative Manual

Effective Date: 07/2003
 Review Date: 07/2006
 Prepared by: General Services

Approved: 
 _____ Department

 _____ City Manager

SUBJECT:

Fuel Container Control

PURPOSE:

To establish a procedure for controlling and accounting for fuel containers.

POLICY:

Central Stores shall not issue a fuel container until Fleet Management has assigned an asset number to it.

PROCEDURE:

| Responsibility | Action |
|------------------|---|
| Department | 1. Submits requisition to Central Stores. |
| Central Stores | 2. Forwards the requisition to Fleet Management. |
| Fleet Management | 3. Determines if the container is a replacement or new addition for the department; uses old asset number or a new asset number as appropriate. |
| Central Stores | 4. Issues container and delivers it to Fleet Management. |
| Fleet Management | 5. Stencils asset number on container and notifies department that container is ready. |
| Department | 6. Picks up container. |

Distribution: Regular